



**Potomac View Elementary School
School Advisory Council Meeting**



October 8, 2024

6:00-7:00 pm

Participants: Current Committee members and open to the community

Purpose: working towards excellence and equity in education

Bylaws (to vote on)

- Can join any time we meet
- Open chair last 10-15 min
- The School Advisory Council's decisions influence what happens at Potomac View
- Volunteer body made up of staff and parents
- Help to formulate and annual school plan
- Meeting dates Sep, Oct, Nov, Jan, Feb, Mar (3rd Tue of the month).
- We will evaluate data
- We will monitor the school plan and budget
- Members will act as representatives of the entire school community
- Membership consists of 10-12 members selected from staff and parents

(starting in Nov the next 4 meetings will be only the 10-12 members)

- Selection process of new members starts in January and the decision on new members will be made in March each year and selected from volunteers.
- For tenure, members may serve for 2 consecutive years. If a member misses 2 consecutive meetings or a total of 3 meetings during the academic year, they can be asked to resign.
- Officers are selected by election and can serve one term. The chairperson shall be a parent of a Potomac View student and elected in March.

Voice vote of bylaws= passed with 100% without edits.

3 **positions to vote on** - secretary D. Crown (voted in)

-Advisory council chair Mariluz Torres (voted in)

-SACI representative Maricela Canas (voted in)

-Vice Chairperson position OPEN if interested send message in chat to
Thomas or Weatherspoon

Enrollment, staffing & budget

- Budget overview (approved budget not yet available)
 - Student enrollment drives school budget
 - PVES receives a certain amount of money for each student (different budget strands depends on student-sped, EL, general student)
 - Every school has a Sep 30 deadline- Whatever the enrollment is on Sep 30= the budget for the entire school year. Last March we had a proposed budget but on Sep 30, we had less students than we were budgeted for.

- In July schools are given a budget based on projected amount. If we do not have the enrollment to support the budget, we must give money back. If we have more students, we receive more money.
 - PVES has de-staffed 2 teachers this year because we did not meet enrollment projections. One teacher moved to another school before school started and another went back home before they were told about de-staff.
 - Next meeting Ms. Thomas will share budget and the plan for spending the allotted money.
 - **CIP** will talk about items in bold
 - Started attendance mentor program for students chronically absent last year. Check-in, check out, school counselors holding meetings with some students. Teachers holding class meetings to build relationships within the classroom.
 - **Learning and achievement for all**
 - HQIM-partnering with TNTP and the TNTP staff are partnered with our school to help improve instruction at PVES. They will collect data 2x per year, look at trends and determine next steps for staff
 - TNTP will come out 3x per year to do learning walks with teachers. The focus is on literacy
 - Most recent visit they looked at phonics and decoding skills (K-1). HMH reading lessons (3-5)
 - FINDINGS- 11/12 classrooms using UFLI- need to get better at using UFLI routines
 - HMH looking at planning and use of materials to help students gain understanding of reading.
- * Will use HMH and VALLSS data to drive instruction

* **Oct 18-** Instructional rounds scheduled. PWCS members will walk through our school to look for aligned activities to meet objectives across all content areas. Will look at data trends to determine next steps for improvement.

6:50pm Citizens Time-Open Chair

Questions, suggestions, thoughts, ideas for future? NONE

6:50 meeting ended- if you have questions or suggestions after meeting, email Thomas or Weatherspoon